



TOWN OF HOLDEN  
MASSACHUSETTS  
OFFICE OF THE TOWN MANAGER

Jacquelyn M. Kelly  
Town Manager

September 30, 2016

**TO:** Board of Selectmen

**FROM:** Jacquelyn M. Kelly,  
Town Manager

**SUBJECT:** *Town Manager's Update*

---

- 1. Mountview Open House and Ribbon Cutting** – As a reminder, there will be a Ribbon Cutting Ceremony and Open House to celebrate the new Mountview Middle School on Saturday, October 15, 2016 starting at 9:00 a.m. The Public is invited and encouraged to attend.

**Information** ☒ [X]

Vote ☐ [ ]

Signature ☐ [ ]

- 2. Early Voting Schedule – November 8, 2016 Election** – For the first time, there will be opportunities for voters to cast their votes before Election Day. Enclosed is a schedule for early voting which will be held from October 24 to November 4, 2016 at the Town Clerk's Office, 1196 Main Street, Holden. Voters will be able to go to the Town Clerk's Office and cast their ballots in a voting booth. The early voting will be available during the Town Clerk's normal business hours as follows:

10/24/16	8 a.m. to 4 p.m.	10/31/16	8 a.m. to 4 p.m.
10/25/16	8 a.m. to 7 p.m.	11/1/16	8 a.m. to 7 p.m.
10/26/16	8 a.m. to 4 p.m.	11/2/16	8 a.m. to 4 p.m.
10/27/16	8 a.m. to 4 p.m.	11/3/16	8 a.m. to 4 p.m.
10/28/16	8 a.m. to 12 p.m.	11/4/16	8 a.m. to 12 p.m.

More information is available on the Web site [www.holdenma.gov](http://www.holdenma.gov). The last day to register to vote is October 19, 2016. The Clerk's Office will be open from 8 a.m. to 8 p.m.

**Information** ☒ [X]

Vote ☐ [ ]

Signature ☐ [ ]

- 3. Composting and Brush Chipping** – The DPW will be offering Saturday residential composting and brush chipping events through December as follows:

October 22	November 12
October 29	November 19
November 5	December 3

Hours of operation are 8 a.m. to 2:30 p.m., weather permitting. Composting materials will be accepted at the former Landfill (River Street), and brush chipping will be done at the DPW Adams Road facility due to the Asian Longhorned Beetle quarantine area. More information including restrictions is available on the Town's Web site [www.holdenma.gov](http://www.holdenma.gov).

**Information** ☒

**Vote** ☐

**Signature** ☐

- 4. 2016 Holiday Hours** - In the past, the Board of Selectmen has allowed town business offices to close the day after Thanksgiving. The closing has not had a negative impact on the public as this is typically a quiet day for customer traffic. The gesture by the Selectmen is greatly appreciated by the employees and has, in my opinion, a positive influence on morale.

Should the Board concur with this recommendation, I suggest that you adopt the following vote to apply this time-off expressly to non-essential personnel only (not public safety employees who are essential personnel):

*As a gesture of good will at the Holiday Season, the Selectmen vote to close town business offices for only non-essential personnel on Friday, November 25, 2016. Only essential public safety employees who are scheduled to work or who actually work on these days will be eligible to receive up to eight (8) hours of compensatory time off at the discretion of the Town Manager.*

**Information** ☐

**Vote** ☒

**Signature** ☐

Should you have any questions regarding these matters, please feel free to contact my office.

---

Jacquelyn M. Kelly  
Town Manager

Cc: Department Heads